

INDIANA STATE UNIVERSITY
DEPARTMENT OF KINESIOLOGY, RECREATION, AND SPORT
TERM RESEARCH PAPER GUIDELINES

GENERAL

Papers will follow American Psychological Association (APA) Publication Manual guidelines (6th. ed.) Generally this means all papers are word processed, 11 or 12 point font, 1 inch margins, double-spaced (and not quadruple spaced between paragraphs), provide in-text citation of sources, and have a separate reference page at the end titled References. All in-text citations should appear in the references and all references should be cited in the text. It is expected that your paper is securely stapled in the upper left-hand corner (unless otherwise directed). Use of paper clips is unprofessional. Please do not bind papers in folders of any type unless approved or required by instructor. Large projects will probably follow a different set of presentation expectations which should be made clear by your instructor.

TITLE PAGE

Papers have a title page which includes:

1. The title of the assignment.
2. The course number.
3. The instructor's name.
4. Your name.
5. The due date.

Sample Title Page (begin at about 4 inch line)

Research Paper on Recreation In the United States

for RCSM 135

Dr. Jones

Your Name

Due Date

TABLE OF CONTENTS

Do not include a table of contents unless specifically instructed to do so by your instructor. This would only occur in large project documents or very long papers (20+ pgs.) with multiple major headings.

HEADINGS & SUBHEADINGS IN THE TEXT

Headings and subheadings are necessary to help organize the different sections of your paper. Headings act similar to an outline (were it to be distributed throughout the paper). For many papers in APA style, two levels of headings meet the requirements (use levels 1 and 3). When three levels of headings are needed, use levels 1, 3, and 4. For any further levels, please refer to the APA 5th ed., pgs. 113-116 because further information is needed.

Level 5:

CENTERED UPPERCASE HEADING

Level 1:

Centered Upper- and Lowercase Heading

Level 2:

Centered, Italicized, Upper and Lowercase Heading

Level 3:

Flush Left, Italicized, Uppercase and Lowercase Side Heading

Level 4:

Indented, italicized, lowercase paragraph heading ending with a period.

Note: The text of the paragraph begins on the same line as the heading on this level.

SERIATION (Listing)

When stating a series of items within a sentence, use lowercase letters in parentheses. For example: "Our three choices for the entree were (a) meatloaf, (b) steak, and (c) fish."

Notice that the above series is separated by commas. If elements of the series have commas within them, then it is necessary to use a colon to begin the series and semicolons to separate them. For example: "Participants were divided into three groups: (a) low active, those who scored below 20; (b) medium active, those who scored between 20 and 40; and (c) high active, those who scored over 40."

There are guidelines for other types of series in the APA 5th ed. manual.

PAGINATION

Pages are numbered consecutively using Arabic numerals, (1, 2, etc.). Page numbers should continue through the appendix if included. Page one begins with the first page of the paper, not the cover page.

Numbers are placed at the top, right-hand corner of the page with a uniform placement throughout the paper.

APPENDIXES

Only include appendixes if instructed to do so by your professor for the class.

Supplementary materials, such as long lists of activities and facilities or large tables and graphs are placed in an appendix and clearly labeled as Appendix A, Appendix B, etc.. When referred to in the text, the appropriate appendix is cited, in parenthesis. [(Appendix A)].

Tables, or graphs, that are a substantive part of the text, (i.e. not just referred to, but essential for an understanding of the material in the text) may be included in the main body of the report if the total space is one (1) page or less, for each ten (10) pages.

MARGINS

Page margins are a uniform one (1) inch at the top, bottom, right, and left of every page. (The default margin in most word processing programs is one inch.)

REFERENCE CITATIONS IN TEXT

The Citations that appear throughout the body of the text are necessary because they give credit to the original author. When providing direct quotes, paraphrasing, or using another author's ideas, a citation of the source is required. Citations include the author's last name and the year of publication (for quoted material, a page number is included). If an author is not available, use the title of the work. The punctuation for the end of the sentence ALWAYS follows the last parentheses.

Citations for:

A direct quote... (Bradley, 1998, p.276).

Paraphrasing with one author... (Bradley, 1998).

...with two authors... (Bradley & Calhoun, 1998).

...with three to five authors

(1st time only)... (Bradley, Calhoun, Davis & Fitch, 1998).

...with three to five authors

(following the 1st time)... (Bradley et al., 1998).

...with six or more authors... (Bradley et al., 1998).

With no author, use the first identifying words of the title... ("The Journey," 1998).

(For more information see Reference Citations in Text, pg. 207)

QUOTATIONS

All direct quotes are placed in quotation marks, and include the page number(s) in the citation.

Extended quotes, (40 or more words), are presented in a free standing block. The first line of the block is indented five spaces from the left margin. The remaining lines are flush with the indent. (Most word processing programs will block a paragraph for you.) The page number is included in parenthesis at the end of the block. (See Quotations, pg.117)

REFERENCES

All materials cited in the paper are listed in alphabetical order, by author, on a separate page at the end of the paper titled References. Only materials cited in the paper may be used as

references. References are double-spaced and formatted as follows: (see APA 5th ed. for complete examples of these and other reference sources including electronic media)

Example References:

Book

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

A web site

Shade, L. R. (1993). Bender issues in computer networking. Retrieved August 8, 2000 from <http://www.mit.edu/sorokin/women/lrs.html>

Journal article, more than one author, paginated by volume

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Social Psychology*, 38, 1190-1204.

Journal article, one author, paginated by issue

Maienza, J. G. (1986). The superintendency: Characteristics of access for men and women. *Educational Administration Quarterly*, 22 (4), 59-79.

[The entries in this list were taken from the Publication Manual of the American Psychological Association (5th ed.)]

PLAGIARISM

Plagiarism is the use of material (quotes, ideas, concepts, etc.) from another source without giving credit to the author by citing the source in your paper.

Plagiarism is illegal as well as unethical. In this department, anyone found to be flagrantly plagiarizing another's work, be it a journal article, text or another student's paper, will receive a zero on the assignment, with no make-up permitted. Depending on the circumstances, there are more severe penalties which may be imposed. For specifics on this topic, see the document [A Student Guide to Academic Integrity](#)

We hope these guidelines will ease the task of

Rev. 8/10/11